



FORM GC-020 INSTRUCTIONS

NOTICE OF HEARING (GC-020)

Tips for completing
Court forms,
[Click here](#)

Filling out the Caption on your form

The top of the form has 6 boxes.

Fill out the caption boxes as follows:

- ❶ "Attorney or Party without Attorney" - if you do not have an attorney, fill in your name, address, and telephone number.

"Attorney For (Name)" – if you do not have an attorney, write "In Pro Per" (which means that you are representing yourself).
- ❷ "SUPERIOR COURT OF CALIFORNIA, COUNTY OF" – write the name of the County where you are filing your case. [Click here for location of courts.](#)
- ❸ Check the box "Guardianship" - and write in the child's full name. Check the "minor" box.
- ❹ This is the TITLE of the form.
- ❺ "For Court Use Only" – Leave blank.
- ❻ "Case Number" – Leave blank.

The form is titled "NOTICE OF HEARING" and is labeled "GC-020". It contains several sections for information entry. A red circle highlights the top section, which is divided into six numbered boxes: 1. "ATTORNEY OR PARTY WITHOUT ATTORNEY" (Name, Address, Telephone Number); 2. "SUPERIOR COURT OF CALIFORNIA, COUNTY OF" (County Name); 3. "GUARDIANSHIP" (Child's Full Name, Minor box); 4. "TITLE OF THE FORM"; 5. "FOR COURT USE ONLY"; 6. "CASE NUMBER". Below the highlighted section, there is a paragraph of text: "This notice is required by law. This notice does not require you to appear in court, but you may attend the hearing if you wish." followed by three numbered instructions: 1. "NOTICE is given that (name) (representative capacity, if any) has filed (specify):"; 2. "You may refer to the filed documents for further particulars. (All of the case documents filed with the court are available for examination in the case file kept by the court clerk.)"; 3. "The petition includes an application for the independent exercise of powers under the Probate Code section 2590. Powers requested are: () specified below; () specified in Attachment 3."

Notice of Hearing

This notice is used to tell people who must know, such as the child's relatives, that a guardianship case has been started.

1. Write the name of the person filling out this form. If he or she represents anyone (this is unusual), explain that relationship on the second line. On the third line, list the names of each of the court forms that have been filed in this case.
2. This statement tells the person who receives this notice know that he or she can find out more about this case by looking through the court file.
3. Fill in this section only if this will be a [guardianship of the estate](#), and you want to have the ability to do those things listed in [Probate Code sections 2590 and 2591](#).
4. a. Fill in the **date**, **time**, **department**, and **room number** where the court hearing will be held.

b. Use this section to write in the address of the court where the hearing will be held if it is different from the court listed in ❷ above.

At the top of page 2, GC-020

The top of the form has 2 boxes.

Fill out the caption boxes as follows:

- ① “Check the box “[Guardianship](#)” - and write in the child’s full name. Check the “[minor](#)” box.
- ② “Case Number” – Leave blank.

CLERK'S CERTIFICATE OF POSTING

1. I certify that I am not a party to this cause.

2. A copy of the foregoing Notice of Hearing—Guardianship or Conservatorship:

a. was posted at (address):

b. was posted on (date):

Date: _____ Clerk by _____ Deputy

PROOF OF SERVICE BY MAIL

1. I am over the age of 18 and not a party to this cause. I am a resident of or employed in the county where the mailing occurred.

2. My residence or business address is (specify):

3. I served the foregoing Notice of Hearing—Guardianship or Conservatorship on each person named below by enclosing a copy in an envelope addressed as shown below AND:

a. ☐ depositing the sealed envelope with the United States Postal Service with the postage fully prepaid.

b. ☐ placing the envelope in collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am used by (name) as the person for collecting and processing correspondence for mailing. On the same day that correspondence is placed in collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

4. a. Date mailed: _____ b. Place mailed (city, state): _____

5. ☐ I served with the Notice of Hearing—Guardianship or Conservatorship a copy of the petition or other document referred to in the notice.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

Instructions For Person Who Mails the Court Documents:

Court forms can be served in one of two ways. Court forms can be mailed, or they can be served by handing them to the person who is supposed to get them. There is one form to show that court papers were handed to the person who is supposed to get the papers (Proof of Personal Services, form FL-330). This form tells the court that you mailed the court forms yourself. You must complete a proof of service for each set of documents you mail. For example, if you mailed court papers to both the mother and the father, you must complete two proofs of service, one for the mother and one for the father.

Clerk's Certificate of Posting

1. Leave blank.
2. a. Leave blank.
- b. Leave blank.

Do **not** sign the form on the line that reads “Clerk, by _____ Deputy”

Proof of Service by Mail

1. You are promising that you are 18 years old or older; that you are not a party to this court case, and that you are not listed in the court papers as someone to be protected by a restraining order.
2. Write your (the process server) home or business address .
3.
 - a. Check this box
 - b. Leave blank.
4.
 - a. Write the date the *Notice of Hearing* was mailed.
 - b. Write the city and state where *Notice of Hearing* was mailed.
5. Leave blank.

Write the date, and print and sign your (the process server) name.

Name and Address of each person to whom Notice was mailed

The “Notice of Hearing” form must be served on the child (if he or she is age 12 or older), the child’s parents, grandparents, any adult aunts or uncles, anyone else [related to the child to the second degree](#), or any government agency that has an interest in the case, such as Social Services or the Probation Department.